

What does it mean to be a CCOF chapter leader?

Chapter Leaders serve as regional ambassadors that help cultivate strong organic communities within the regions they represent. CCOF members are divided into 14 geographically based chapters, along with one dedicated chapter for processors and handlers.

- ★ Chapter website and map: ccof.org/resources/chapters
- ★ CCOF staff contact: Laetitia Benador, Lbenador@ccof.org, 831-346-6339.

Key Responsibilities of all Chapter Leaders

- ☺ **Identify Issues in the Organic Community:** Listen actively to chapter members and communicate relevant issues and opportunities to CCOF staff contact, Laetitia Benador.
- ☺ **Encourage Participation in Chapter Events:** Foster relationships among chapter members, recruit new leaders, and serve as a liaison by sharing CCOF updates and announcements. Encourage members to vote in chapter elections and join the annual chapter meeting and other CCOF events.
- ☺ **Plan One Annual Meeting:** Work with chapter leaders and CCOF staff to coordinate one annual virtual or in-person chapter meeting. Other events and meet-ups can also be planned, depending on the chapter's budget and capacity of CCOF staff and chapter leaders.

Overview of Chapter Roles

Board Representative

- ❖ Represent the chapter at quarterly CCOF, Inc. Board of Directors meetings
- ❖ Read board packets and participate in Board discussions.
- ❖ Vote on CCOF, Inc. Board of Directors business.
- ❖ Provide board updates to chapter members.
- ❖ Facilitate opportunities for chapter members to voice concerns.
- ❖ Sit on at least one CCOF, Inc. Board committee.

President

- ❖ Call, facilitate, and attend 1 annual chapter meeting.
- ❖ Set and distribute agenda prior to each chapter meeting.
- ❖ Convene chapter leaders two to four times per year to discuss chapter matters.

Vice President

- ❖ Support the president and fill in when president is not available.

Secretary

- ❖ Take official meeting notes and minutes.

- ❖ Help coordinate chapter elections with CCOF staff.

Treasurer

- ❖ Manage the chapter bank account (only applies to certain chapters)
- ❖ Make timely payment of chapter expenses.
- ❖ Accurately track expenditures.
- ❖ Provide regular updates on chapter finances to chapter members.
- ❖ Submit annual reports to CCOF.